

AN AASIS TRAINING GUIDE

Time Recording and Time Approval

ASC Course Code HRTRC

AASIS Support Center, Diane Hill 02/16/04 Revised to V4

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Course: Time Recording and Time Approval

Version Control Sheet

• Courseware Items: Core Curriculum

Change Summary

Changes made to this document are summarized in the following table

| Date | Change | Reason For Change | Updated Version | Pages Effected |
|----------|---|--|--------------------|-------------------|
| 4/03/01 | Courseware developed and published | | | |
| 8/01/02 | Entire courseware updated | Improvement in entire courseware package | 2.0 | All |
| 9/10/02 | Corrections | Typographical Correction to Step 2 | 2.0a | 3-5 |
| 2/17/03 | Addition of Appendix Divided into Modules | Added Data Exercise Pages Facilitate Web Placement | 3.0 | All |
| 2/16/04 | Screen & Transaction Updates | Enterprise Upgrade | 4.0 | All |
| 10/28/04 | Corrections | Added ATHL holiday code; Changed fiscal year date | 4.0 | 1-3, 2-31 |

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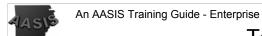


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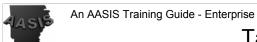


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COURSE DESCRIPTION

Course Title: Time Approval and Time Recording

Course Code: HRTRC

Duration: 1 Day Hours: 7 Hours

Audience: Agency Time Data Entry, Agency Time Management Specialist, Agency Time Management Supervision, Agency Central Time Management; Agency Payroll Systems Management

Prerequisites:

- Basic PC and Microsoft Windows skills
- BAASIS Basic AASIS

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TRANSACTIONS BY ROLE ASSIGNMENT

| TRANSACTION | PROCESS | ROLE |
|----------------|---|--|
| CAT2 | Time Entry (Enter Attendances and Absences on the AASIS Cross Application Time Sheet) | Agency Time Data Entry; Agency Time Management Specialist; Agency Central Time Management |
| CATS_APPR_LITE | Approve Working Times (Approval of CAT2 Time Entry in the AASIS System | Agency Time Management Supervision |
| CATS_DA | Display Working Times (Verify time has been approved on employees) | Agency Time Management Specialist; Agency Central Time Management; Agency Time Management Supervision |
| PT40 | Time Management Pool (View attendances and/or absences entered on employees) | Agency Time Management Specialist; Agency Central Time Management; Agency Time Management Supervision |
| CAT3 | Display Time Entries (View attendance and absences in CATS) | Agency Time Management Specialist; Agency Central Time Management; Agency Time Management Supervision |

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COURSE OBJECTIVES

- Participants will demonstrate an understanding of the Time Entry and Time Approval processes in the Arkansas Administrative Statewide Information System (AASIS):
 - Define Terms and Concepts
 - Explain Time Entry Process in the AASIS System
 - Explain Time Approval Process in the AASIS System
- Participants will successfully:
 - Enter Attendances/Absences in the Cross Applications
 Time Sheet (CATS)
 - Perform Allocation in CATS
 - Approve Time in CATS
 - Display Available Reports

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Arkansas Administrative Statewide Information System

CERTIFICATION

An optional Skill Assessment Test will be offered upon completion of this course. Those meeting the minimum requirements will receive a Certificate of AASIS Skill Achievement.

To receive your certificate, you will be required to:

- 1. Answer ten (10) basic questions regarding Time Entry and Time Approval
- 2. Perform Time Entry on Employees with Attendances and Absences
- 3. Approve Time on Employees

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